

13 JUL 1972

Secret

**CIA ARCHIVES &
RECORDS CENTER
STATISTICAL REPORT**



Secret

COPY NO.

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Approved For Release 2001/03/02 : CIA-RDP73-00099A000200150006-6

REPORT OF VOLUME ON HAND

FOR QUARTER ENDING 30 JUNE 1972

1 JULY 1972

Approved For Release 2001/03/02 : CIA-RDP73-00099A000200150006-6

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Approved For Release 2001/03/02 : CIA-RDP73-00099A000200150006-6

CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT OF VOLUME ON HAND

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART I

VOLUME ON HAND BY COMPONENT AND CATEGORY
EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center, when they become inactive, in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the Agency Relocation Site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are deposited in accordance with approved Vital Records Schedules, and totaled separately from Archival and Inactive Office Records holdings.

SUPPLEMENTAL DISTRIBUTION
COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules. In accordance with Standards used by the Archivist of the United States, the Agency Archives have been separated from the other Inactive Office Records with the assistance of the component Records Management Office.

Approved For Release 2001/03/22 : CIA-RDP73-00099A000200150006-6

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CIA ARCHIVES AND RECORDS CENTER
VOLUME ON HAND--CUBIC FEET

<u>AREA</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>OFFICE TOTAL</u>
DCI	O/DCI	234	3		237
	HS	10			10
	IC	76			76
	NSC	296			296
	OGC	76		2	78
	OIG	63			63
	OLC	109			109
	ONE	91	12	140	243
	OPPB	70	8		78
	PA	54			54
	SAVA	60			60
	STUDIES IN INTELL.			38	38
	<u>TOTALS FOR DCI AREA</u>	<u>1,139</u>	<u>23</u>	<u>180</u>	<u>1,342</u>

Approved For Release 2001/03/22 : CIA-RDP73-00099A000200150006-6

Approved For Release 2001/09/02 : CIA-RDP73-00099A000200150006-6

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CIA ARCHIVES AND RECORDS CENTER
VOLUME ON HAND--CUBIC FEET

<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>OFFICE TOTAL</u>
DDI	O/DDI	26			26
	COMIREX	2			2
	CRS	4,608	432	397	5,437
	DCS	1,469	10		1,479
STATSPEC	[REDACTED]	297	3	193	493
	IRS	27			27
	NPIC	420	10	836	1,266
	OBGI	144	2,375	7,977	10,496
	OCI	113	9	8	130
	OER	367	17	250	634
	OSR	19	46	170	235
TOTALS FOR DDI AREA		7,492	2,902	9,831	20,225

Approved For Release 2001/09/02 : CIA-RDP73-00099A000200150006-6

Approved For Release 2001/03/02 : CIA-RDP73-00099A000200150006-6

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VOLUME ON HAND--CUBIC FEET

<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>OFFICE TOTAL</u>
DDP	AF	Retired by IP	20		20
	CA	" " "	4	14	18
	CCS	" " "	15		15
	CI	" " "	18		18
	EUR	" " "	45		45
	FE	" " "	59		59
	FI	" " "	4		4
	FI/D	1,332	1		1,333
25X1A	████████	Retired by IP	0		0
	IP	21,004	325		21,329
	MPS	Retired by IP	5		5
	NE	" " "	15		15
	PC	" " "	1		1
	SB	" " "	48	5	53
25X1A	████████	" " "	6	45	51
	TSD	980	6		986
	WH	Retired by IP	61		61
TOTALS FOR DDP AREA		23,316	633	64	24,014

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<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>OFFICE TOTAL</u>
DDS	O/DDS	99			99
	CABLE	1,081	90		1,171
	OC	546	13		559
	OF	10,775	61		10,836
	OL	2,258	37	2	2,297
	OMS	1,243	7		1,250
	OP	1,913	42		1,955
	OS	3,597	17		3,614
	OTR	492	128		620
	SSS	26	4	355	385
TOTALS FOR DDS AREA		22,030	399	357	22,786

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<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. REPORTS & MAPS</u>	<u>OFFICE TOTAL</u>
DDS&T	O/DDS&T	87			87
	FMSAC	850	1	72	923
	OCS	212	33		245
	OEL	171	0	15	186
	ORD	150	0	1	151
	OSA	777	6		783
	OSI	794	33	316	1,143
	OSP	623	0		623
<u>TOTALS FOR DDS&T AREA</u>		<u>3,664</u>	<u>73</u>	<u>404</u>	<u>4,141</u>

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VOLUME ON HAND--CUBIC FEET

	<u>INACTIVE RECORDS</u>	<u>VITAL RECORDS</u>	<u>SUP. DIST. (REPORTS & MAPS)</u>	<u>ARCHIVAL RECORDS</u>	<u>TOTAL HOLDINGS</u>
DCI	1,139	23	180		1,342
DDI	7,492	2,902	9,831		20,225
DDP	23,316	633	64		24,013
DDS	22,030	399	357		22,786
DDS&T	3,664	73	404		4,141
ARCHIVES				17,945	17,945
GRAND TOTAL	57,641	4,030	10,836	17,945	90,452

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CIA ARCHIVES AND RECORDS CENTER QUARTERLY REPORT

PART II

HOLDINGS OF INACTIVE OFFICE RECORDS LISTED BY DISPOSITION CODE

THE VOLUME OF RECORDS ARE GROUPED BY AREA, OFFICE AND DISPOSITION CODE. A CUBIC FOOT TOTAL IS LISTED FOR EACH DISPOSITION CODE FOR EACH OFFICE, WITH A TOTAL FOR INACTIVE OFFICE RECORDS FOR EACH AREA OR DIRECTORATE.

EXPLANATION OF DISPOSITION CODES

1 - PERMANENT RECORDS

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

2 - TEMPORARY RECORDS

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

3 - INDEFINITE RECORDS

The disposition instructions for these does not provide for destruction but instead calls for some review or future action to be taken prior to destruction.

Approved For Release 2001/03/02 : CIA-RDP73-00099A000200150006-6

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STATUS OF SCHEDULED DISPOSITION (INACTIVE OFFICE HOLDINGS--CUBIC FEET)

<u>AREA</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DCI	O/DCI	214	16	4	234
	HS	10	0	0	10
	IC	55	21	0	76
	NSC	296	0	0	296
	OGC	76	0	0	76
	OIG	49	7	7	63
	OLC	90	19	0	109
	ONE	87	4	0	91
	OPPB	59	11	0	70
	PA	6	46	2	54
	SAVA	60	0	0	60
	STUDIES IN INTELL.	0	0	0	0
	TOTALS	1,002	124	13	1,139
	(PER CENT)	88	10.9	1.1	

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STATUS OF SCHEDULED DISPOSITION (INACTIVE OFFICE HOLDINGS--CUBIC FEET)

<u>DIRECTORATE</u>	<u>OFFICE</u>	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
DDI	O/DDI	24	2	0	26
	COMIREX	2	0	0	2
	CRS	864	265	3,479	4,608
	DCS	121	924	424	1,469
STATSPEC	[REDACTED]	254	27	16	297
	IRS	12	4	11	27
	NPIC	123	138	159	420
	OBGI	74	0	70	144
	OCI	74	36	3	113
	OER	89	274	4	367
	OSR	4	4	11	19
	TOTALS	1,641	1,674	4,177	7,492
	(PER CENT	21.9	22.3	55.8)

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DIRECTORATE	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDP	FI/D	869	0	463	1,332
	*IP	1,409	208	19,387	21,004
	TSD	285	9	686	980
	TOTALS	2,563	217	20,536	23,316
	(PER CENT	11	.9	88.1)

*All DDP Inactive Records Except those from TSD & FI/D are Retired by IP

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STATUS OF SCHEDULED DISPOSITION (INACTIVE OFFICE HOLDINGS--CUBIC FEET)

DIRECTORATE	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS	O/DDS	99	0	0	99
	CABLE	409	4	668	1,081
	OC	245	296	5	546
	OR	273	10,170	332	10,775
	OL	175	2,042	41	2,258
	OMS	69	1,166	8	1,243
	OP	97	1,711	105	1,913
	OS	29	3,374	194	3,597
	OTR	259	170	63	492
	SSS	23	1	2	26
	TOTALS	1,678	18,934	1,418	22,030
	(PER CENT	7.6	86	6.4)

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STATUS OF SCHEDULED DISPOSITION (INACTIVE OFFICE HOLDINGS--CUBIC FEET)

DIRECTORATE	OFFICE	PERMANENT	TEMPORARY	INDEFINITE	TOTAL
DDS&T	O/DDS&T	48	37	2	87
	FMSAC	12	768	70	850
	OCS	8	188	16	212
	OEL	158	13	0	171
	ORD	125	25	0	150
	OSA	531	245	1	777
	OSI	73	703	18	794
	OSP	548	73	2	623
	TOTALS	1,503	2,052	109	3,664
	(PER CENT)	41	56	3	

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STATUS OF SCHEDULED DISPOSITION (INACTIVE OFFICE HOLDINGS--CUBIC FEET)

	<u>PERMANENT</u>	<u>TEMPORARY</u>	<u>INDEFINITE</u>	<u>TOTAL</u>
AGENCY TOTALS	8,387	23,001	26,253	57,641
PER CENT	14.5	39.9	45.6	

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